



24.3.22

Dear Parents and Carers,

Staffing update for 2W

I am writing to confirm the date of Miss Wheeler's last day before starting her maternity leave and to update you on the staffing arrangements for the rest of this year.

Miss Wheeler's last day in school will be Friday 1st April. Ms Welch will be taking over as class teacher in 2W for four days of the week (Monday – Wednesday and Friday). Ms Welch currently teaches across the school and on a Thursday is the class teacher for RW. Mrs Branch will be the class teacher in 2W every Thursday.

Ms Welch is known to the children and has taught across HISN over the last few years and knows the school really well.

Mrs Branch is a non-class based teacher at HISN and again knows the children in 2W well. Mrs Staples will remain as the Learning Support Assistant in 2W which will provide consistency for the children.

Miss Wheeler will be having a full hand over with Ms Welch and Mrs Branch to ensure a smooth transition. At the start of the summer term, we will offer parents the opportunity to meet both teachers in person.

Yours Sincerely,

Claire Tester

Head of School

